

15 JUN 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Inspector General's Survey of the Career Training Program

REFERENCE : Memo dtd 2 May 67 to DD/S fr Exec. Dir-Comp., same subj.

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1. This memorandum is for your information.
2. As requested in referent memorandum, we are submitting herewith a summary of actions taken and comments on the recommendations addressed to the Support Services by the Inspector General's Survey.

Recommendation No. 1

The DD/S instruct the Director of Personnel to prepare an up-to-date Position Description to reflect accurately the current duties of the Program Officers.

Comment

Concur. Now being done.

Recommendation No. 2

The DD/S instruct the Director of Training to improve CT counseling to include:

- a. Placement of CTs for the Directorate of Intelligence through the Administrative Staff of that directorate.
- b. Enlarging responsibility for counseling by instructors at the [REDACTED]
- c. Earlier identification of CTs to the directorate where they will ultimately be assigned.
- d. Addition to CT Staff of former CTs with recent experience in operating components.

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Recommendation No. 12

The DD/S instruct the Director of Personnel to consider assigning a correspondence clerk from the Records Control Division to the Personnel Section which is attached to the CT Staff to facilitate correspondence with CTs.

Comment

Non-concur. After again reviewing this situation, we feel that the arrangement now in effect best supports the CT Program; the Correspondence Branch is equipped to promptly handle this work-load, and adding additional load to the CT Branch would be inadvisable.

Recommendation No. 13

The DD/S instruct the Director of Training, the Director of Security, and the Director of Medical Services to review existing screening of CT applicants and recommend to the DDS possible means of including wives of CT applicants in the selection process.

Comment

Censor with the thrust of the recommendation. However, we are not aware of any special problems in this area, and believe that a positive program of evaluating wives may be an impolitic invasion of privacy. Similar evaluation is not included in processing other staff applicants. We already find out a good deal about wives through interviewing and investigative procedures, and will direct our efforts toward freeing the flow of this information to assure its availability to the decision maker.

Recommendation No. 14

a. The DD/S instruct the Director of Training and the Director of Personnel:

(1) To tighten existing briefing procedures of applicants for the CT Program to ensure that applicants are adequately briefed by recruiters and Headquarters personnel to minimize security and cover problems.

(2) To review existing processing methods to identify and correct procedures which unduly reveal Agency interest in applicants.

b. The DD/S instruct the Director of Training to issue instructions to components providing interim employment to CTs not to expose them to other government agencies.

Comment

a. Concur. The Director of Personnel has requested the assistance of the Director of Security in reviewing existing procedures.

b. Concur.

Recommendation No. 15

The DD/P instruct the Chief, Central Cover Staff, to continue his examination with the Chief of the CT Staff of problems of CTs and make recommendations to the DDP for the improvement of CT cover.

Comment

DD/P action.

Recommendation No. 16

The DD/S instruct the Director of Training to prepare a memorandum of instruction for the Directorate of Intelligence, the clandestine Services, and the Support Services, emphasizing the importance of the interim assignment and requesting that the component provide an evaluation of the CT's performance.

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Comment

Concur, except for the six-week limitation. Discussions are continuing with representatives of the two Directorates involved.

Recommendation No. 20

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a. The DD/P and the DD/S arrange to have ex-CTs with significant field operational experience assigned to Headquarters and [REDACTED] as instructors in operations.

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b. The DD/P encourage lecturers from the Glandestone Services to have former CTs with significant operational experience accompany them to [REDACTED] to hold informal discussions with CTs.

Comment

a. Concur.

b. Concur, subject to policy of the DD/P

Recommendation No. 21

The DD/S instruct the Director of Training to have CTs and CT applicants informed of the desirability of having a basic typing skill and to assist CTs to acquire this basic skill.

Comment

Concur. Being done.

Recommendation No. 22

a. The DD/P review the needs of the Glandestone Services for Fd training and determine the degree of proficiency appropriate to CTs entering the Glandestone Services.

b. The DD/S then instruct the Director of Training:

(1) To review the course content of the Special Operations

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Comment

DD/I & DD/P action.

Recommendation No. 83

The DD/S, upon the completion of the studies on the impact of retirement on the Agency, consider requesting a temporary increase in the table of organization of the Career Training Program to meet retirement losses anticipated in the next five to ten years to avoid last-minute crash recruiting programs.

Comment

Concur.

3. We are pleased with the constructive tenor of the Survey and its general conclusion that the Career Training Program is a successful effort in providing an input of highly-qualified junior officers for the Agency.

SIGNED R. L. Baaserman

R. L. Baaserman
Deputy Director
for Support

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